

BRADLEY BEACH BOARD OF EDUCATION
515 Brinley Avenue
Bradley Beach, NJ 07720

OFFICIAL MINUTES

Regular Meeting
December 19, 2023

Bradley Beach Mission Statement

The mission of the Bradley Beach Elementary School is to provide a supportive learning environment to a diverse student community, where student success is defined through the demonstration of academic, emotional, and social growth. Our students will develop critical thinking skills to become valued members in today's society, while mastering the skills necessary to pursue future educational achievement.

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 7:03 p.m. by President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

Present: Mr. Carrea Ms. Flynn
 Ms. Caruso Walker Ms. Walleston
 Ms. Davis Ms. Weinberg
 Ms. Devane Dr. Franks
 Mr. Heidelberg, Superintendent/Principal
 Mr. Tonzola, Business Administrator/Board Secretary

Absent: Ms. Sacchi

III. Announcement of Notice – Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

IV. Flag Salute

V. Discussion Items

Dr. Franks called the meeting to order and then turned the meeting over to Mr. Heidelberg.

Mr. Heidelberg recognized and announced all the High Honor Roll recipients and presented those at the meeting with a certificate.

VI. President's Report

Dr. Franks reviewed her president's report after the High Honor Roll recognition. Dr. Franks thanked the Parent Teacher Association for their 50/50 event. The event was able to raise funds for the eighth grade Washington D.C. trip, as well as other field trips. Dr. Franks stated that the Board is working towards completing board goal number three; and a recent poll of Board members indicated that finance was the main topic to have further professional development on. Dr. Franks stated that the Board will create a new committee list in January.

VII. Student Representative's Report

The Board received the student representative report from fifth grader, Darwin Ortiz. Mr. Ortiz discussed the following items:

1. The Computer Club activities
2. The Garden Club activities
3. The basketball season
4. The student council events
5. The Winter Concert

VIII. Superintendent's Report

Mr. Heidelberg began his Superintendent's Report by wishing everyone celebrating Hanukkah a Happy Hanukkah. Mr. Heidelberg wanted to thank the staff for their dedication and hard work during the first four months of the school year. Mr. Heidelberg spoke about the holiday gift-giving drive and reminded the Board of the upcoming Winter Recess.

IX. Committee Reports

Ms. Davis and Ms. Flynn stated that the curriculum committee met and discussed the following items:

1. The Home School Liaison
2. The ELA and math standard revision
3. The High School Application review
4. The standard base report card rollout

Mr. Carrea stated that the finance and facilities committee met, and that the main takeaway was that the committee recommends and approves all the business-related items on tonight's agenda. Mr. Carrea stated that the meeting focused on the audit exit conference. The committee met with the auditor, and the district received the highest audit opinion a district can receive and had no findings or recommendations. Mr. Carrea thanked the business office staff for completing the audit. The other topics discussed during the meeting were the amendment to the ARP ESSER Grant, the supply chain assistance funding, and the acceptance of the donation to the National Constitution Center. Moreover, the committee discussed the facilities assessment report, the Bradley Beach Foundation's potential assistance in funding various facilities projects, and the recently held midyear budget review with the Executive County Superintendent and Business Administrator.

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Ms. Caruso-Walker went over the personnel and policy committee report. Ms. Caruso-Walker stated that the committee reviewed the policies and personnel items on tonight's agenda, the update to the safe return plan, and the development of a homework policy.

X. Public Comments – Agenda Items Only – None

XI. Executive Session (if needed) – None

XII. Workshop Agenda Items

Mr. Heidelberg reviewed his agenda items with the Board, particularly the policies and the curriculum agenda items.

After Mr. Heidelberg's report, Dr. Franks turned the meeting over to Mr. Tonzola. Mr. Tonzola reviewed his agenda items with the Board. Mr. Tonzola reviewed the excess surplus the district will utilize in the upcoming 2024/2025 budget development with the Board.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:44 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by President Franks at 7:45 p.m.

Present: Mr. Carrea Ms. Flynn
 Ms. Caruso Walker Ms. Walleston
 Ms. Davis Ms. Weinberg
 Ms. Devane Dr. Franks
 Mr. Heidelberg, Superintendent/Principal
 Mr. Tonzola, Business Administrator/Board Secretary

Absent: Ms. Sacci

XIV. Approval of Minutes

Approval of Meeting Minutes – The superintendent recommends:

Resolved: That the Board approve the Minutes of:

 Regular Meeting – November 21, 2023
 Confidential Executive Session – November 21, 2023

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

XV. Regular Meeting – Superintendent

A. Personnel – The superintendent recommends:

Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status

1. Resolved: That the Board approve the appointment of the following substitute teacher, counselor or paraprofessional for the 2023/2024 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Megan VanKersen

2. Resolved: That the Board approve the following requests for Leaves of Absence:

Name	Reason	Position	Date Effective	End Date	Notes
Traci Rankel	Family Leave (Extended)	Paraprofessional	December 31, 2023	June 30, 2024	Utilizing Sick/Personal Days, FMLA and Unpaid Leave
Barbara Schall	Medical Leave	Paraprofessional	February 8, 2024	May 2, 2024	Utilizing Sick /Personal Days and FMLA

3. Resolved: That the Board approve the following personnel for extra-curricular positions for the 2023/2024 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [G]

Position	Staff Member(s)	Payment
3rd and 4th Grade Club (Lego/ STEM and Physical Activity)	Ms. K. Goldsworthy	\$45.00 Per Hour, at a total cost not to exceed \$2,894.00
3rd and 4th Grade Art and Craft Club	Ms. Maria Pantetta	\$17.50 Per Hour, at a total cost not to exceed \$2,894.00

Note: Grant funds to be paid out of federal funds account code 20-490-100-100-00 ARP ESSER Beyond the School Day sub-grant.

4. Resolved: That the Board approve the appointment of Ms. Isabel Segoviano as the Home School Liaison, effective January 1, 2024, paid at the rate of \$45.00 an hour, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent. [B]

5. Resolved: That the Board approve the appointment of Ms. Dina Pscolka as a part-time (.8 FTE) temporary leave replacement Paraprofessional, at a pro-rated salary of \$21,983 starting January 2, 2024, replacing Ms. Traci Rankel, under the supervision of Mrs. Alison

Zylinski, Director of Special Services and Mr. Michael Heidelberg, Principal / Superintendent. (Attachment XV-A.5) [T/G]

Note: Grant funds to be paid out of federal funds account code 20-250-100-106-00 IDEA

6. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
Jeanne Acerra	1-26-24	Annual Council of Holocaust Educators Conference	Brookdale Community College	\$ 60
Donna Maggio	1-12-24	Enhancing Reading Workshop	Virtual	\$279

7. Resolved: That the Board approve Ms. Brianna Hernandez as a substitute school lunch aide at a salary of \$17.50 per hour, from January 2, 2024 through June 30, 2024, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent. [B]

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

B. Policy – The superintendent recommends:

1. Resolved: That the Board approve the following Policies and Regulations for a first reading: (Attachment XV-B.1)

Policy/Regulation Number	Policy/Regulation Title
P 8507	Breakfast offers Verses Serve (OVS) (M)
R 8420.4	Kidnapping (M)
R 8420.5	Asbestos Release (M)
R. 8420.6	Accidents to and From School (M)

2. Resolved: That the Board approve the following Policies and Regulations for a second reading and adoption: (Attachment XV-B.2)

Policy/Regulation Number	Policy/Regulation Title
P & R 5111	Eligibility of Resident/Nonresident Students (M) (Revised)

P 8500	Food Services (M) (Revised)
P 8540	School Nutrition Programs (M) (Abolished)
P 8550	Meal Charges/Outstanding Food Service Bill (M) (Abolished)
P 5722	Student Journalism (M)

3. Resolved: That the Board approve the updated ARP-ESSER Safe Return Plan.
(Attachment XV-B.3)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

C. Students – The superintendent recommends:

1. Resolved: That the Board affirms the Bradley Beach Elementary School Bullying Specialist’s Harassment, Intimidation, and Bullying report for the month of November with no investigations and no findings of HIB.
2. Resolved: That the Board approves tuition contract for student ID # 2692 (Grade 2), retroactive to 10/18/23.
3. Resolved: That the Board approve the following 2023/2024 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
12/20/23	7th & 8th	Food Pantry	0\$	0\$
4/9/2024	Environmental Club	Kula Farms	0\$	\$225
5/15/24	Kinder & 1st	Novins Planetarium and Insectropolis	\$700	\$750 by Klarr
5/31/24	TBD	Neptune Aquatics	Not to Exceed \$500	\$255 First Student

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 8-0

D. Curriculum – The superintendent recommends:

1. Resolved: That the Board approves the letter of intent that the Bradley Beach School District intends to participate in the Sustainable Jersey for Schools certification program.
(Attachment XV-D.1)

2. Resolved: That the Board approve curriculum documents for the following courses:

Course	Grade Level
Performing Arts	K-8
World Language	K-8
English Language Arts	K-8
Mathematics	K-8

3. Resolved: That the Board approve the participation of the 5th Grade in the D.A.R.E. program, which is run in partnership with the Bradley Beach Police Department.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

XVI. Regular Meeting – Business Administrator/Board Secretary

Board Secretary’s Monthly Certification

That pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I David Tonzola, Business Administrator/Board Secretary does hereby certify that as of November 30, 2023 no line item account has encumbrances and expenditures, which in total exceed the line items appropriations in violation of N.J.A.C. 6A:23A-16.10(c) 4.

David Tonzola
School Business Administrator/Board Secretary

Payroll Certification

The School Business Administrator/Board Secretary reports, in compliance with N.J.S.A. 18A:19-1b, that he has certified the following November amounts:

November 15, 2023 \$219,041.82
November 30, 2023 \$207,241.19

A. The Superintendent Recommends the Approval of the Results of Annual School Election – November 7, 2023

Resolved: That the Board make the following Combined Statement of Results of the Annual School Election of the Bradley Beach Board of Education, held on November 7, 2023 part of the December 19, 2023 minutes. (Attachment XVI-A)

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

B. The Superintendent Recommends the Approval of the Submission of the American Rescue Plan Act of 2021 – Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) Grant Amendment

Resolved: That the Board approve the submission of the American Rescue Plan Act of 2021 – Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) Grant Amendment.

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

C. The Superintendent Recommends the Approval of the 2023/2024 Allocations of Supply Chain Assistance Funding

Resolved: That the Board approve the acceptance of \$9,637.58 in supply chain assistance funding.

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

D. The Superintendent Recommends the Approval to Accept Donation of Tickets from CAP Chatham Foundation

Resolved: That the Board accept the generous donation of tickets to the National Constitution Center, Independence Mall in Philadelphia, PA, from the CAP Chatham Foundation. The estimated value of the tickets is \$487.

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

E. The Superintendent Recommends the Approval of Business Administrator/Board Secretary’s Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending November 30, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-E)

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

F. The Superintendent Recommends the Approval of Treasurer’s Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending November 30, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment XVI-F)

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

G. The Superintendent Recommends the Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3 I, David Tonzola, Business Administrator/Board Secretary, do hereby certify that as of November 30, 2023, after review of the Secretary's Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4), that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

H. The Superintendent Recommends the Approval of Budget Transfers (2023/2024)

Resolved: That the Board approve the 2023/2024 budget transfers as listed on Attachment XVI-H.

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

I. The Superintendent Recommends the Approval of November 2023 Payroll

Resolved: That the Board approve the November 2023 gross payroll in the amount of \$426,283.01.

MOTION: Ms. Davis SECOND: Mr. Carrea VOTE: 8-0

J. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the December 19, 2023 regular bills list and as certified and approved. (Attachment XVI-J)

MOTION: Ms. Flynn SECOND: Ms. Davis VOTE: 8-0

XVII. Regular Meeting – Old Business – None

XVIII. Regular Meeting – New Business

Dr. Franks wished everyone a Happy Holiday and New Year.

XIX. Public Comments – None

XX. Executive Session (if needed) – None

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XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary